

This position is being advertised under both Delegated Examining and Merit Staffing Procedures.

TITLE, SERIES, GRADE: Legal Assistant (OA), GS-986-6/7

SALARY RANGE: GS-06: \$32,593 - \$42,372
GS-07: \$36,219 - \$47,086

TYPE OF APPOINTMENT: Permanent, Full-Time

PROMOTION POTENTIAL: GS-07

VACANCY ANNOUNCEMENT NUMBER: 05-MA-07

OPENING DATE: 08/12/05 **CLOSING DATE:** 08/25/05

DUTY LOCATION(S): United States Attorney's Office, Boston, MA

NUMBER OF VACANCIES: One or more

CONTACT: Human Resources Office
Phone #: (617) 748-3360

Send your application package to: U.S. Attorney's Office, John Joseph Moakley Courthouse, 1 Courthouse Way, Suite 9200, Boston, Ma 02210

Applications must be received or postmarked by the closing date. Applications submitted using government postage or internal Federal government mail systems or government facsimile will not be considered.

WHO MAY APPLY: Any U.S. Citizen. Also includes well-qualified surplus and displaced Federal employees in the local commuting area.

DUTIES: Responsible for supporting Assistant United States Attorneys (AUSA) by providing a variety of legal assistance and office support services. Examines, prepares and processes a variety of technical legal documents which are characteristically voluminous and complex in format. Reviews incoming material and determines the need for assembly and preparation of a variety of legal documents, e.g., complaints, motions, orders, answers, pleadings, subpoenas, and libels. Provides assistance to attorneys in trial preparation by performing duties such as compiling trial notebooks, assembling jury instruction, and compiling witness and exhibit lists. Assembles exhibits, affidavits, and other legal documents from file material. Assembles and organizes files and records material for disposition or transfer to records depository. Maintains calendar of assigned active cases. Tracks filing, hearing, and trials dates, and schedules conference and interviews. Arranges travel by preparing itinerary and securing transportation and hotel reservations. Produces a variety of written documents and materials utilizing a wide range of office software applications.

GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:

1. QUALIFICATION REQUIREMENTS - To qualify at the GS-6 level, candidates must have at least one year of specialized experience (equivalent to the GS-5 grade level). Specialized experience at this level may include work performed in a government agency, private law office, or similar legal organizational setting; representative duties would include establishing and maintaining files, providing information and referral assistance to visitors and callers, proofreading correspondence, preparing routine legal documents, maintaining calendar of cases, etc. At this level, work experience should have demonstrated candidate's ability to independently prioritize work assignments and resolve problems.

To qualify at the GS-7 level, candidates must have at least one year of specialized experience (equivalent to the GS-6 grade level). Specialized experience at this level must include work performed in a law office setting; representative duties would include establishing file systems, providing information and assistance to individuals within and outside of the office, composing correspondence, preparing a wide range of legal documents, utilizing advanced applications of word processing software packages, etc. At this level, work experience should have demonstrated candidate's ability to independently complete complex assignments and use discretion in applying and adapting available guidelines to prepare and process legal documents.

To be qualified, you must type at least 40 words per minute and include your typing speed in your application.

Applicants applying under merit staffing procedures must meet all qualification requirements, including time-in-grade, no later than 30 days after the closing date and before placement in the position. Applicants applying under delegated examining procedures must meet all requirements by the closing date.

2. EVALUATION METHOD - A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks.

Knowledge, Skills and Abilities (KSAs):

- A. Knowledge of legal terminology and legal documents. (Describe the types of legal forms and documents prepared.)
- B. Knowledge of administrative procedures. (Describe the types of administrative duties you have performed.)
- C. Ability to organize and prioritize. (Describe how you manage multiple changing deadlines and priorities.)
- D. Skill in the use of office automation to produce documents. (Describe the software programs used and the purpose used for and/or what documents were produced).

Applicants are encouraged to address their experience and/or education related to the KSAs described above. We suggest that you address each KSA separately in clear and concise paragraphs. Failure to do so may result in a lower score in the evaluation process.

3. HOW TO APPLY - This position is advertised concurrently under both Delegated Examining and Merit Staffing procedures. Qualified status applicants (current or former Federal employees) will be considered only under Merit Staffing procedures unless they submit TWO complete application packages.

Submit an Optional Application for Federal Employment (OF-612), an Application for Federal Employment (SF-171), a resume, or any other written format that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure “Applying for a Federal Job” (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm>.

Status applicants (current and former Federal employees) must also submit the following:

--A copy of a Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis

--A copy of a performance appraisal issued within the last 12 months (current Federal employees only)

4. ICTAP AND/OR CTAP CANDIDATES - To receive selection priority, surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; meets the established cut-off score of the crediting plan (half of the total amount of awardable points); and, can satisfactorily perform all of the duties of the position within a reasonable orientation period, e.g., 30 days.

CTAP and ICTAP candidates must submit documents which show their eligibility for selection priority. Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection and a copy of an SF-50 showing their current position, grade level and promotion potential and duty location.

5. VETERANS' PREFERENCE - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veteran Preference (SF-15); an official statement from the Department of Veterans Affairs or a branch of the Armed Forces, dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay; or other appropriate documentation as listed on the back of the Form SF-15.

6. AGENCY REQUIREMENTS AND INFORMATION -

If the position is advertised at more than one grade, indicate the grade level(s) for which you are applying. If not specified, you will be considered only for the highest grade qualified.

Payment of relocation expenses will not be authorized.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Completion of a one-year probationary period may be required.

7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Except where otherwise provided by law, there will be no discrimination because of sexual orientation, sex, status as a parent, genetic information, color, race, religion, national origin, politics, marital status, disability, age, membership or nonmembership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

Competitive status is not required if the person selected is an individual with a disability who is eligible for appointment under Schedule A of the excepted service, or is a veteran who is eligible for appointment under the Veterans Benefit Improvement Act of 1984 (as amended), or the direct-hire authority to appoint veterans with service-connected disabilities of 30 percent or more. Appropriate documentation to support this claim for eligibility will be required.